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4 September 1956

*File*

Chief, Management Staff

Chief, O&M Staff (DD/I and DD/E Area)

Work Report Week Ending 29 August 1956

Accomplishments

1. T/O's Completed.

MS-951-960, Transfer of Ceiling from OCR to DD/P and reduction of OCR T/O by 10 positions to equal ceiling.

MS-855,  T/O was reduced to ceiling . Propaganda analysis function, due to the curtailment, was withdrawn from the field and concentrated in headquarters. The Propaganda Analysis Branch was reorganized with the major accomplishment the segregation of a small group (Research Section) for long range analysis.

2. Completed arrangements for more effective distribution of work in Correspondents and Records Branch, S&D, OS.

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3. Established new film control procedure for the Agency. Prepared a proposed amendment to CIA Regulation No.  to require the appointment of Film Procurement Officers in each component and prescribe accountability procedures. It has been cleared by Graphics Register, OCR and Photo Intelligence Division, OCR and presented to OCR to arrange for publication.

4. Project 5-80, Review of Procedures of Printing Services Division and assistance in implementing recommendations. Revised packaging procedure with a net saving of .7 clerk, thus aiding in reduction of backlog.

5. Project 5-62, OCR Four-Register Survey. The AD/CR has replied to our six recommendations, accepting four and part of the fifth, requesting more time on the remainder.

Recommendations Accepted

a. The Industrial Register statement of mission and functions has been brought up to date.

b. The Reports Unit in the Special Register has been elevated to a section for proper functional alignment.

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c. The Industrial Register support activities have been deemphasized. Achievements to date allow the transfer of two positions from the Support Branch to the substantive analysis branches, where the workload is increasing.

d. Tabulating and card punch units have been established in two registers for uniformity of organization.

Recommendations Pending

23g. The Reproduction Control Unit, Industrial Register be abolished and the microfilming operation be transferred from Industrial Register to Machine Division.

Assignments Active This Week

6. Project 6-45, OCR Space Study - At request of DE/I an analysis of overcrowding in OCR and appropriate recommendations for improvement.

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7. MS-935, Reorganization and T/O revision of Special Register, OCR.

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8. Project 5-72, Assistance to OCR in the development of a suitable regulation concerning cartographic support available in CIA.

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9. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program.

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10. Project 5-1F, Study of Program Analysis Staff, Compt. organization, functions, staffing, and procedures.

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11. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security.

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12. Project 6-48, Reorganization of Support Branch, SED, CE.

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13. MS-886, Reorganization of Identification and Cataloging Branch, Supply Division.

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14. Project 5-1E, Study of Technical Accounting Staff, Organization, Functions, Staffing, and Procedures.

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15. Project 6-47, Study of the Use of Unvouchered Funds to Pay Agency Employees.

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16. Project 6-14, Study of Agency overtime practices.

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17. Project 6-19, Study of OTR Clerical Training Program.

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18. Project 6-49, Study of OTR Language and Area Instruction to determine whether internal CIA programs are the most efficient, economical, and secure means of providing such instruction. [redacted]

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19. Project 6-51, Study of the feasibility of transferring CIA Library Branch Two to OTR or adding a proposed Communism Library to the Branch without transfer. [redacted]

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Miscellaneous

20. Training. Six hour tour of OCR, with students. [redacted]

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Three hour seminar with Mr. [redacted] on specific problems encountered in O&M work. [redacted]

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Two hours on-the-job training under an experienced O&M Examiner, Mr. [redacted]

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